



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9150
FAX: (916) 324-1756



July 25, 2008

**TO: Paul Coverdell Forensic Sciences Improvement Grant Program
Project Director's**

SUBJECT: FY 08/09 Request for Application

The Governor's Office of Emergency Services (OES), Law Enforcement and Victim Services Division, Crime Suppression Section is pleased to announce the release of the Fiscal Year (FY) 2008/09 Paul Coverdell Forensic Science Improvement Act, henceforth referred to as the Coverdell 2008 Program, Request for Application (RFA). The purpose of the Coverdell 2008 Program is to improve the quality and timeliness of forensic science services over current operations.

Only the California forensic science laboratories identified in Part I, page 2 of this RFA are eligible to apply and receive funding under this program. All Coverdell grant recipients must verify accreditation status from an accredited Forensic Crime Laboratory organization or appropriate certifying body.

There is a total of \$1,163,086 available funds for the FY 2008/09 Coverdell Program. The chart found on Part I, page 2 of this RFA outlines the non-competitive funding levels available for distribution during the period of October 1, 2008 to September 30, 2009.

Please closely review the enclosed RFA, if you have any questions, please contact the Program Specialist listed at the conclusion of this letter. The due date for the Application is **Monday September 5, 2008**. The application should be addressed to:

**Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Way
Mather, CA 95655
Attn: Coverdell 2008 Program RFA – Crime Suppression Section**

Should you have questions, please contact Craig Osborn, Criminal Justice Program Specialist at (916) 324-9150, or via email: Craig.Osborn@oes.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stacy Mason-Vegna'.

Stacy Mason-Vegna, Chief
Crime Suppression Section

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

PAUL COVERDELL FORENSIC SCIENCES IMPROVEMENT GRANT PROGRAM

REQUEST FOR APPLICATION

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- III. **FORMS** –Click on one of the form links below to access the form. Save the form to your hard drive before you attempt to fill it out. To access the complete list of forms on our website click on **(FORMS)**. **or** go to www.oes.ca.gov and select “Forms”, **or** paste the following link into your browser: **www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm**

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

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GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

PAUL COVERDELL FORENSIC SCIENCES IMPROVEMENT GRANT PROGRAM

REQUEST FOR APPLICATION

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Recipient Handbooks."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Craig Osborn
Criminal Justice Specialist
Work: (916) 324-9150
FAX: (916) 323-1756
EMAIL Craig.Osborn@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by September 5, 2008**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Paul Coverdell Forensic Science Improvement Act 2008 Grant Program -
Crime Suppression Section

2. Hand delivered by **5:00 p.m. on September 5, 2008** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Paul Coverdell Forensic Science Improvement Act 2008 Grant Program -
Crime Suppression Section

D. ELIGIBILITY

Eligibility is restricted to those projects currently receiving funds through OES for the Coverdell 2008 Program. Grant applicants eligible to receive Coverdell funding is contingent upon the enactment to the State Budget and the award of the Federal 2008 Paul Coverdell Forensic Sciences Improvement Grant Program to OES. Additionally, to be eligible for the Coverdell 2008 Program, applicants:

- 1) Will need to verify their accreditation status with a Forensic Crime Laboratory organization or appropriate certifying body; and
- 2) Certify that a process is in place regarding external investigations into alleged negligence or misconduct that could adversely affect the integrity of the forensic results committed by employees or contractors.

E. FUNDS

Funding for the Coverdell 2008 Program comes through OES from the National Institute of Justice (NIJ), a component of the Office of Justice Programs (OJP), United States Department of Justice. The program has a 12-month funding cycle, beginning on October 1, 2008 and ending September 30, 2009.

With the recommendations from the California Association of Crime Laboratory Directors (CACLD), the funding allocation for the Coverdell 2008 Program is based on the number of qualified full-time (FT) forensic scientists reported from each crime laboratory in the previous funding cycle.

The following chart outlines the non-competitive funding allocation for the Coverdell 2008 Program.

<i>Crime Laboratory</i>	<i># of Scientists</i>	<i>Anticipated Grant Award</i>
El Cajon Police Department	6	\$5,815
Long Beach Police Department	16	\$13,957
Oakland Police Department	23	\$19,772
Alameda County Sheriff Department	25	\$22,099
San Mateo County Sheriff Department	26	\$23,262
Kern County District Attorney	33	\$29,077
Ventura County Sheriff Department	39	\$33,729
Sacramento County District Attorney	43	\$37,219
Contra Costa County Sheriff Department	48	\$41,871
Santa Clara County District Attorney	48	\$41,871
San Diego Police Department	54	\$47,687
San Diego County Sheriff Department	63	\$54,665
San Francisco Police Department	64	\$55,828
San Bernardino County Sheriff Department	71	\$61,644
Los Angeles Police Department	121	\$105,841
Orange County Sheriff-Coroner Department	123	\$108,167
Los Angeles County Sheriff Department	182	\$159,343
DOJ Bureau of Forensic Services	345	\$301,239
18 Total Labs	1330	\$1,163,086.00

There is no match requirement for these funds.

F. PROGRAM INFORMATION

The goal of the Coverdell 2008 Program is to improve the quality, timeliness, and credibility of forensic science services over current operations. This program permits funding for crime laboratories expenses related to on-going educational and/or training and development needs of forensic scientists, preventing and reducing the backlog of forensic cases, and improving turn-around times for case analysis. This is to ensure that forensic scientists receive proper training in order to enhance the service levels within their respective laboratories. It is also required that each forensic laboratory served by this program be accredited, or taking steps towards achieving accreditation.

1. Program Requirements

- a. Submit an application with a detailed budget proposal utilizing Coverdell 2008 funds;
- b. Employ the practices and procedures as established by an accredited Forensic Crime Laboratory organization or appropriate certifying body;
- c. Maintain detailed source documentation reflecting the amount of funds received and expended;
- d. Compile and report statistical data such as the number of laboratory requests received by discipline; types of cases received; training information; service turnaround times; as well as, other information when requested;
- e. Maintain a readily identifiable inventory of all equipment purchased wholly or in part, with OES grant funds.
- f. Maintain detailed source documentation that identifies staff working overtime, hours worked, amount of overtime, and hourly rate of overtime.
- g. Coverdell grant recipients must certify that a government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct substantially affecting the integrity of the forensic results committed by employees or contractors of any forensic laboratory system.

2. Administrative Requirements

a. Recipient Handbook

The *Recipient Handbook* contains administrative information and requirements necessary to implement this program. Recipients must administer grants in accordance with the handbook requirements in effect at the time of the grant award agreement. Special attention should be given to, Section 2236.11, Out-of-State Travel, Section 2236.4, Travel Claims, Section 2171.61 Overtime, and Section 2300, Equipment.

b. Office of Justice Programs Financial Guide

We strongly encourage you to review the Office of Justice Programs, Department of Justice (DOJ) Financial guide prior to submitting your application as well as for the on-going administration of your grant. Additional information for each requirement can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>.

3. **Source Documentation & Reporting Requirements**

The applicant, when approved for funding, is required to maintain source documentation that are accurate, complete, and orderly and separate from other fund sources (including grants) in order to support claimed expenditures and project accomplishments. All records and documents must be adequately reflective of the individual grants to avoid commingling of grant funds and/or activities.

In addition, applicants need to keep accurate records as source documentation to support the information reported in the OES Progress Report. All OES funded projects are required to participate in data collection. Coverdell 2008 Program projects must provide information and data relative to applicant's pre and post-grant forensic science capabilities. Progress reports are due 30 days after the end of each reporting period.

Applicants are reminded that source documentation must be maintained for 3 years from the conclusion of the award period.

Types of source documentation required include, but is not limited to the following:

- Documentation supporting a continual education/training program for qualifying forensic scientists with records of travel reimbursement, and expenses for training. See Section 2236 of the *Recipient Handbook*.
- The course name and discipline of the training opportunities that eligible forensic scientist attended in order to eliminate backlog/improve service turn-around times.
- Information about the project's accreditation status.
- Data relevant to the number/percent of backlogged forensic cases analyzed in accredited disciplines.
- Data that supports the number and types of cases analyzed for criminal justice purposes (pre and post-grant); ***including the average number of days between submission of a request and the delivery back to the requesting agency to track turn-around time.***
- Functional timesheets supporting overtime purposes.

G. PREPARING AN APPLICATION

The Table of contents includes a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the nine (9) required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Project Service Area Information; and
- Application Appendix (refer to Part II, C.).

GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

PAUL COVERDELL FORENSIC SCIENCES IMPROVEMENT GRANT PROGRAM

REQUEST FOR APPLICATION

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

Applicants should remember that the project narrative should support the OES goal of the Coverdell 2008 Program, which is to improve the quality, timeliness, and credibility of forensic science service over current operations.

1. Problem Statement

The purpose of the Problem Statement is to persuasively illustrate the applicant's current needs. Projects may utilize the *Face Challenges beyond Accreditation to Assure the Highest Quality Services*. You may obtain a copy of this report by contacting the California State Auditor, Bureau of State Audits, 555 Capitol Mall, Suite 300, Sacramento, California 95814, (916) 445-0255, or by accessing it on line at www.bsa.ca.gov.

2. Plan and Implementation

Plan: This section of the application should thoroughly describe how the project's Plan to improve in the quality, timeliness, and credibility of forensic sciences services will be accomplished. Applicants should describe how this grant award would enable them to achieve their final goal. Applicants **must** provide detailed information and data relative to the laboratory's current forensics capabilities. This should include the types and numbers of cases used for criminal justice purposes by discipline. Applicants should also include information relative to the number of qualifying forensic scientists planning to attend training/educational courses, number or estimate of backlogged cases, and if applicable, equipment needs during the proposed grant period.

Implementation: Applicants awarded funds under the Coverdell 2008 Program must use generally accepted laboratory practices and procedures that are accredited by an accrediting organization or appropriate certifying body. Coverdell applicants must address in the Project Narrative the status of their accreditation. Additionally, by signing the Certification of Assurance of Compliance – you verify that you comply with this statute.

Certification of External Investigation: Coverdell 2008 Program applicants must submit a certification that their agency has an External Investigation process in place that can explore and conduct an investigation into allegations of serious negligence or misconduct. **See Appendix 1.**

As recipient of the Coverdell 2008 Program funds, OES serves as the state government entity for the notification segment of the external investigation certification requirement. Therefore;

1. Applicants agree to notify OES Coverdell Program Staff regarding any and all complaints and/or allegations of serious negligence and/or misconduct substantially affecting the integrity of forensic results committed by employees or contractors of the forensic laboratory system.
2. OES will forward all complaints and/or allegations that it receives to the Director's of the respective Crime Laboratory and if necessary to the stated external investigative agency.
3. At the conclusion of the investigative review process; once all appropriate action has been fulfilled, the recipient; the head of the Crime Laboratory, will notify OES Coverdell Program Staff as to the resolution and that the matter has been resolved.

Objectives and Activities: This section of the application describes the objectives and activities that will be taken to fulfilling the responsibilities for each component of the Program Goals. Under each objective listed below, describe the activities that will be undertaken by the participating agencies in achieving the anticipated results (Goals) during the course of the 12-month grant award period. Under each objective, describe the activities that will be taken by the project and predicted results that will be achieved during the 12-month grant award period. **Note: objectives and activities implemented for this grant award period must be comprehensive, measurable, and realistic.** Performance measures for this RFA are as follows:

Objective #1: To improve the quality and timeliness of forensic services turnaround time.
(List activities in narrative or bullet format)

- Average number of days from the submission of a sample to a forensic science laboratory to the delivery of test results to a requesting office or agency.
 - 1) Pre-Data: List the average number of days to process a sample at the beginning of the grant period (turnaround time) for the selected discipline(s). _____
 - 2) Projected-Data: List the average number of days to process a sample at the end of the grant period (turnaround time) for each selected discipline(s). _____

Objective #2: To reduce the number of backlogged cases in forensic laboratories.
(List activities in narrative or bullet format)

- The number of backlogged cases that will be reduced based on the funding from the Coverdell 2008 Program.
 - 1) Pre-Data: List the number of backlogged cases identified at the beginning of the grant period. ____
 - 2) Projected-Data: List the number of backlogged cases projected to be eliminated by the end of the grant period. ____

Objective #3: To provide educational opportunities and appropriate training for qualified Forensic Sciences or Medical Examiner personnel with the Coverdell 2008 Program funds.

- The projected number of qualifying forensic personnel that will attend and completed appropriate training or educational opportunities with OES Coverdell 2008 funds.
 - 1) Projected-Data: List the number of qualified personnel you anticipate will attend authorized and allowable training. ____

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds made available through the Coverdell 2008 Program. Project costs must be directly related to the objectives and activities of the proposed plan. The budget must cover the entire grant period. In the budget, include **only** those items covered by OES grant funds. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget that will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select “*Recipient Handbooks*” for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

1. Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative, describe:

- The number of full-time qualifying forensic scientists designated to be served under the OES Coverdell 2008 Program, include any qualifications or education level necessary to the job assignment requiring training/ongoing education for accreditation purposes, and how the training programs identified in the budget will improve the agency’s quality, turnaround time and timeliness of forensic science services over current operations.
- The number or estimate of backlogged cases projected to be completed with Coverdell 2008 Program grant funds. Please discuss the anticipated overtime hours needed to accomplish this task.

- If applicable, the type of equipment that will be purchase. See Section 2300 Equipment for further information.

2. **Specific Budget Categories**

There is an Excel Workbook in “Forms” ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

Each budget category requires line item detail including the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. Line item expenses must be clearly documented and ***rounded up to the nearest whole dollar***. Enter the total amount of the budget category at the bottom of the form. If additional pages are required for a category, each page is sub-totaled (including the last page) at the bottom and then the entire category is totaled on the last page of each budget category. The total of the budget including each funding source must correspond to the amount of the Total Project Cost (block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Overtime (*Recipient Handbook Section 2171.61, Form OES A303a*):

Personal services include services performed for the purposes of backlog reduction; this program will allow reimbursement for qualified Forensic Science working overtime to prevent and reduce the number of backlogged forensic cases and need to be identified by position and percentage of salaries and method of overtime calculation.

b. Operating Expenses (*Recipient Handbook Section 2200, Form OES A303b*):

Operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, for travel, office supplies, training materials, equipment maintenance, software, equipment rental/lease, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one-year fall within this category.

c. Equipment (*Recipient Handbook Section 2300, Form OES A303c*):

Equipment is defined as nonexpendable tangible personal property having a *useful life of more than one year* and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

Allowable Program Costs:

For the purpose of the Coverdell 2008 Program, only the identified costs listed below will be allowable:

Education & Training Classes: Coverdell funds may be used for appropriate internal and external training/continual education opportunities for the purpose of backlog reduction and/or to increase the turnaround time. Out-of-state trainings are appropriate use of the Coverdell funds providing an Out-Of-State Travel Request Form (OES 700) be completed with justification for the travel.

Audit Costs: Projects must budget audit costs up to a certain amount (*Recipient Handbook* Sections 8150 through 8154).

Travel & Per Diem: Applicants may prepare the budget using their own travel policy or the state travel policy guidelines. (If applicable, please specify)

Non-Competitive Bid Request: (aka Sole Source) Projects seeking to procure a service provider for internal laboratory training needs should refer to the *Recipient Handbook* Section 3500 for details.

Personal (OES A303a): Coverdell funds may be used to pay for overtime salaries to prevent and/or reduce the backlog of forensic cases.

Equipment (OES A303c): The Coverdell 2008 Program will be authorizing funds for equipment. Please see Coverdell 2003 Program Guidance for specific permissible types of expenses.

Should you have additional questions pertaining to the Coverdell 2008 Program allowable or non-allowable costs, please contact the person listed on page 1-subsection B of this RFA.

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Noncompetitive Bid Request (if applicable);
- Out of State Travel Request, OES 700 (if applicable);
- Signature Authorization;
- Certification as to External Investigations;
- Project Contact Information;
- Computer and Automated Systems Purchase Justification Guidelines (if applicable).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

FY 2008 Paul Coverdell Forensic Science Improvement Grants Program

Certification as to External Investigations

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice and to the Governor's Office of Emergency Services:

A government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct substantially affecting the integrity of the forensic results committed by employees or contractors of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant amount.

I agree to notify OES Coverdell Program Staff regarding any and all complaints and/or allegations of serious negligence and/or misconduct substantially affecting the integrity of forensic results committed by employees or contractors of the forensic laboratory system.

At the conclusion of the investigative review process; once all appropriate action has been fulfilled, I will notify OES Coverdell Program Staff as to the resolution and that the matter has been resolved.

I personally have read and reviewed the section entitled "Eligibility" in the FY 2008 program announcement for the Coverdell Forensic Science Improvement Grants Program. I acknowledge that a false statement in this certification or in the grant application that it supports may be subject to criminal prosecution, including under 18 U.S.C. § 1001.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the Office of Emergency Services).

Signature of Certifying Official

Title of Certifying Official

Name of Applicant Agency

Date